



COUNTY OF LOS ANGELES

JUDICIAL PROCEDURES COMMISSION

383 Hall of Administration/500 West Temple Street/Los Angeles, California 90012 / (213) 974-1431

MINUTES OF THE 678th MEETING OF THE JUDICIAL PROCEDURES COMMISSION

The 678th meeting of the Los Angeles County Judicial Procedures Commission was held on January 18, 2007, in Room 140 at the Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, California. A list of those present follows:

MEMBERS PRESENT

Bertrum M. CeDillos, Chair
Nelson L. Atkins, Vice Chair
Clifton Albright
Gary L. Barr
Andrew Friedman
William J. Galloway
Ann Jackson
Paul A. Jacobs
Thomas J. Jeffers
Neal S. Millard
Sylvia Scott-Hayes

MEMBERS EXCUSED

Carol L. Rose

MEMBERS

Bertrum M. CeDillos
Chair

Nelson L. Atkins
Vice Chair

Clifton Albright
Andrew Friedman
Gary L. Barr
William J. Galloway
Ann Jackson
Paul A. Jacobs
Thomas J. Jeffers
Neal S. Millard
Carol L. Rose
Sylvia Scott-Hayes

EX OFFICIO MEMBERS

Heather Aubry, City Attorney's Office
Lieutenant George Bush, Los Angeles Police Department
Michael Karsch, Los Angeles City
Devallis Rutledge, District Attorney's Office

COUNTY REPRESENTATIVES

Honorable James Endman, Superior Court
Honorable Dennis Zine, Independent Cities Association
Dr. Margaret Little, Superior Court
Zoe Venhuizen, Superior Court

GUESTS

Art Acevedo, Senior Administrator, Central Civil

STAFF

Sandra Barbee, Division Chief
Martha Arana, Staff

CALL TO ORDER

Chair CeDillos called the 678th regular meeting of the Los Angeles County Judicial Procedures Commission (JPC) to order at 12:35 p.m. Chair CeDillos welcomed and extended everyone a prosperous new year.

PLEDGE OF ALLEGIANCE

Commissioner Jacobs led everyone in the Pledge of Allegiance. A moment of silence was held in memory of Ms. Demetria "Dedie" Ward who passed unexpectedly on December 23, 2006. Introductions of the Commissioners, Ex Officio Members, Staff and Guests followed.

APPROVAL OF THE MINUTES OF JANUARY 18, 2007

On motion of Commissioner Albright, seconded by Chair CeDillos, and unanimously carried, the minutes for the meeting of November 16, 2006 were approved as submitted.

GUEST SPEAKER, ART ACEVEDO, SENIOR ADMINISTRATOR, CENTRAL CIVIL, "UPDATE ON CIVIL OPERATIONS AT THE LOS ANGELES SUPERIOR COURT"

Chair CeDillos welcomed and introduced Art Acevedo who has been an employee with the Los Angeles Superior Court for approximately 35 years; and who is currently the Senior Administrator of Central Civil Operations at the Stanley Mosk Courthouse.

Mr. Acevedo manages the operations of the Filing Windows, Default Judgments, Writs and Abstract Unit, Case Index Unit, Case Records Unit, Fee Waiver and Calendar Unit, the Civil Case Evidence Room and all Public Information Booths. He manages approximately 425 employees whose primary functions are providing assistance to the general public. Mr. Acevedo oversees the clerical processes of 72 Courtrooms to ensure timely filings of various types of Civil actions, and currently Chairs the Civil Policies and Procedures Committee.

Mr. Acevedo gave an overview of the Civil Operations of the Stanley Mosk Courthouse and reported the following:

- The courthouse has the largest Self-Help Center in the County which offers assistance in family law, small claims and unlawful detainer matters, to self-represented litigants filing in "pro per" who cannot afford attorney fees.'
- Civil Policies and Procedures Committee was developed to ensure uniformity in courthouse processes Countywide. This Committee meets frequently with legal aid centers, attorneys, secretaries and court personnel to discuss new policies that affect court filing processes; and to maintain an open communication on existing filing processes.

- An electronic filing system for small claim actions is currently available at the Stanley Mosk Courthouse and at most Courthouses Countywide. This system allows individuals to file small claims electronically, pay fees electronically, and obtain court hearing dates.
- The California Civil Case Management System (CCCMS) is underway Statewide and the Stanley Mosk Courthouse is currently developing a case management system that will be compatible with CCCMS. CCCMS will deliver uniform statuses on civil court litigations, Countywide. Additionally, CCCMS will facilitate court filings at any court locations without the need to travel to a particular courthouse.
- The Stanley Mosk Courthouse has Public Information Booths situated on the first and fourth floors. The information booths are staffed at all times during business hours to assist the general public trafficking through the Courthouse. The information booths provide bilingual services, give directions to the general public, and provide "Verifications of Appearance" to individuals who appear at the wrong court location.
- The Stanley Mosk Courthouse staff receive customer service and ethics training regularly to make certain that every individual entering the Stanley Mosk Courthouse is receiving quality service.

After a question and answer forum, Mr. Acevedo added the following:

- Court Personnel are trained to refrain from giving legal advice; and limit their service to providing forms.
- Although Judges carry out their own policies and procedures in their courtrooms, the Presiding and Supervising Judges encourage uniform practices and courtroom policies. Bar groups and the Judicial Leadership meet every month to discuss and maintain uniform practices in every courtroom.

COMMITTEE REPORTS AND UPDATES

Update on Child Waiting Rooms

Commissioner Ann Jackson reported that the Santa Monica Court Child Care Waiting Room opened in November 2006. Although, an opening ceremony was not possible, it is speculated that a Ceremony will take place in the near future. However, to date, no announcement has been made to confirm the Ceremony.

San Fernando and Van Nuys Courts' Child Care Waiting Rooms are in the planning stages, with progress being made. Dr. Little anticipates receiving funding information soon; and will contact the Commission in the event funding is needed.

Update on Police Overtime

None

Child Custody Exchange Committee

None

MATTERS NOT ON THE POSTED AGENDA (TO BE PRESENTED AND PLACED ON A FUTURE AGENDA)

Commissioner Jacobs distributed a Los Angeles Times Article relating to fees charged by the Court for access to online records, and reported that one of the Board's mandate for the Judicial Procedures Commission is to ensure that the public receives free online access to court reports and information. Chair CeDillos agreed to agendize this matter on a future agenda for discussion.

PUBLIC COMMENT

Ms. Sandra Barbee, Division Chief of Commission Services for the Executive Office of the Board, commented on the unexpected passing of Ms. Demetria "Dedie" Ward, and relayed to the Commission that Ms. Ward was an exceptional person with a great sense of humor and positive work ethic. Ms. Barbee expressed that although she only knew Ms. Ward for the past year; she feels fortunate to have had the opportunity to work with her.

ADJOURNMENT

There being no further business, the 678th meeting of the Judicial Procedures Commission adjourned at 1:25 p.m.